

How to Generate a Student Roster List in the New Reporting Portal

NOTE: Users will need to have **K12 Assessment Reporting Detail access** in order to generate this roster. If you do not have this access level, talk to your Access Manager.

Step 1: Log into the new Reporting Portal (<http://k12reports.collegeboard.org/login>). First time users need to agree to terms and conditions.

CollegeBoard Assessment Reporting Josh Van Epps

Sign In

Username
Password

Sign In Sign Up

[Forgot username or password?](#)

Terms of Use

igned exclusively for authorized personnel at high schools, districts, state education agencies, and to aggregate and student-level score reports, and registration reports for the SAT Suite of (2T®, SAT®, and SAT Subject Tests™), as well, SAT registration student photos.

by that: (a) you are accessing and downloading only the student information which you are authorized of the information and data included in these reports, including student photos; and (c) you agree not s portal, including photos, with any individuals at your institution who do not have a "need to know" or

ng or downloading assessment score reports, you agree to be bound by the terms and conditions or on the score reports. In addition to providing the exam scores, certain assessment score reports ssment topics with the performance of students worldwide on these same topics, which may help is in the curriculum. The purpose of these reports is to provide information only about the performance not intended to be used for teacher evaluations or institutional rankings. Because these reports are district, they may be only shared within that school or district; and are not to be disclosed or released tions, students or parents. In addition, assessment student-level score reports and/or rosters are not social networking site, or public access website. Violations of the terms of use or unauthorized your being denied accessed to the Online Reporting System.

Unauthorized Use

Immediately report any unauthorized or inappropriate use of the Online Reporting System by contacting the SAT Educator Line at (888) SAT-HELP (toll free in the United States and Canada) or (212) 520-8600 (International).

Accept the Site Terms of Use

☒ YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE TERMS OF USE GOVERNING THE ACCESS TO THIS SITE AND THE USE OF THE REPORTS AVAILABLE ON THIS SITE. BY CHECKING THE BOX YOU AGREE TO COMPLY WITH THESE TERMS AND CONDITIONS.

[Go back](#) [Continue](#)

Last updated July 2015

Need more help? Contact the Middle States Regional Office at (866) 392-3019 or reach out to your College Board contact.

Other Resources:

Assessment Reporting Help Site:

<https://collegereadiness.collegeboard.org/educators/k-12/reporting-portal-help>

Electronic Score Data Layouts and Overview (also available in the Assessment Reporting Portal):

<https://collegereadiness.collegeboard.org/sat/k12-educators/electronic-score-data>

NOTE: All data is fictitious

Step 2: In the **Reports Center**, select the blue **Roster** button, and choose the academic year (2015-16), and select run.

CollegeBoard Assessment Reporting

Reports Center

Reports | NAPA

SELECT Summary PSAT 8/9 PSAT 10 PSAT/NMSQT **Roster**

ACADEMIC YEAR Sep 2016 - Aug 2017

Run Cancel

Step 3: View score roster summaries with high level details for state, district, and school (depending on access). User can drill down from here to detail reports.

CollegeBoard Assessment Reporting Napa Detail User

Reports Center

Reports | NAPA

Roster Report Summary for Sep 2016 - Aug 2017

EXPORT

PSAT 10 2017

Grade	Total Enrolled ①	Total Test Takers ①	Participation ①	Mean Total Score ①	SD ①	Mean ERW Score ①	SD ①	Mean Math Score ①	SD ①	Met both ERW ① and Math Benchmarks	
										#	%
8th grade	234	53	23%	900	376	443	181	446	175	6	11%
10th grade	168	38	23%	956	334	419	189	432	170	3	8%
11th grade	174	40	23%	872	352	418	188	505	171	7	18%
12th grade	90	19	21%	827	387	425	191	486	176	2	11%

PSAT 8/9 2017

Grade	Total Enrolled ①	Total Test Takers ①	Participation ①	Mean Total Score ①	SD ①	Mean ERW Score ①	SD ①	Mean Math Score ①	SD ①	Met both ERW ① and Math Benchmarks	
										#	%
8th grade	234	53	23%	783	329	413	174	413	196	7	13%
10th grade	168	38	23%	781	385	413	179	396	181	3	8%
11th grade	174	40	23%	779	323	376	146	422	195	2	5%
12th grade	90	19	21%	852	323	448	187	378	188	3	16%

NOTE: All data is fictitious

Step 4: Drill down to the student level Roster Report Details, where there are several data points that you can hide or show. From here, you can export to excel or other formats.

Note: You must be in the school level view to access the roster.

CollegeBoard Assessment Reporting Napa High School Detail User

Reports Center

Reports | Napa High School

< Back to Summary

75 Test Takers

PSAT 10 2017 Roster Report Details

This School's AP Potential Tool Access Code: 637759

Roster Report Filters

Student Name/Student ID

Create PDF from Selected

EXPORT

Customize This Table

<input type="checkbox"/>	Student Name	Student ID	Grade	Access Code	Total Score	ERW	Math	Met ERW Benchmark	Met Math Benchmark
<input type="checkbox"/>	Awrrshnr, Ocirifr W.	411351642012	11th grade	999999	1069	670	526	Y	Y
<input type="checkbox"/>	Bdeegp, Mnyezyy 8.	406024892012	8th grade	1000000	358	423	629	N	Y
<input type="checkbox"/>	Bliyi, Fmcqz C.	465741912012	11th grade	1000000	1299	197	737	N	Y
<input type="checkbox"/>	Bofbypa, Irynozbqd.	460020152012	12th grade	1000000	1189	251	754	N	Y
<input type="checkbox"/>	Bouny, Pcvddt G.	387742322012	11th grade	999999	1321	294	446	N	N
<input type="checkbox"/>	Bqacvs, Cknicsr.	406024762012	10th grade	1000000	686	394	308	N	N
<input type="checkbox"/>	Bwac, Axlyx B.	350128772012	12th grade	999999	325	573	425	Y	N

Customize This Table

Check All Clear All Restore to default

Cancel Apply

Basic Student Info	Registration Info	Scores
<input type="checkbox"/> Sex	<input type="checkbox"/> Test Date	<input checked="" type="checkbox"/> Total & Section Scores
<input type="checkbox"/> Race / Ethnicity	<input checked="" type="checkbox"/> Access Code	<input type="checkbox"/> Test & Cross-test Scores
<input type="checkbox"/> Date of Birth	Test Center	<input type="checkbox"/> Subscores
<input checked="" type="checkbox"/> Grade	<input type="checkbox"/> Test Center Name	<input checked="" type="checkbox"/> Benchmarks
	<input type="checkbox"/> Test Center City	<input type="checkbox"/> Percentiles details
		<input type="checkbox"/> National Merit Details
		<input type="checkbox"/> AP Potential

How students can access their online PSAT/NMSQT or PSAT 8/9 Scores:

1. If students already have a College Board account, and all the information matched what they filled in on their PSAT/NMSQT or PSAT 8/9 answer sheet, their scores will automatically link to their profile and they will get an e-mail when the scores are ready.
2. If students don't have a College Board account but filled in their e-mail address on the PSAT/NMSQT or PSAT 8/9 answer sheet they will get an e-mail saying their scores are ready and it will walk them through setting up an account.
3. If they did neither of the above, students will need to [create a College Board account](#) and then use the provided access code from the Online Educator Portal OR from the Paper Score report when that is available (late January), and use the access code to connect their account to their scores. Once they have signed up in the portal, they should go to My Score Reports, and click the blue "Add Score(s)" button. Students will then be asked to verify their information (high school and home address), and then be taken to the Get Your Scores Matching Tool, where they will put in their PSAT/NMSQT or PSAT 8/9 Access code.